

PCSC Budget Template Instructions

General Information

This budget template is designed to align as closely as possible to the budget that schools submit to the SDE. However, because the PCSC needs year-to-date actuals and end-year projections in order to have an appropriate knowledge of a school's financial situation and outlook, the formatting is different. The PCSC has made every effort to align the funds and codes on this template to the SDE and to include all appropriate funds and codes while disregarding those not generally used by the majority of our schools.

If you identify a fund or code that your school uses that is not included in the template, or if you have questions or feedback, please contact Alison Henken, Charter Schools Program Manager, at 208-332-1585 or via e-mail at alison.henken@osbe.idaho.gov.

Summary Worksheet / Tab

- In the header change "NAME OF SCHOOL" to your school's name (in all caps).
- All of the information on this page is pulled from other worksheets, so you do not need to enter any data.

Fund Worksheets / Tabs

- Complete the worksheet for each fund tab that is appropriate for your school – if you do not use a certain tab, please skip it. The PCSC staff will delete any unused worksheets prior to releasing the report.
- For each worksheet that you complete, please change the "NAME OF SCHOOL" in the header to your school's name (in all caps).
- For each fund, enter your originally proposed / approved 2013-2014 budget for that fund into the "Original Budget" column.
- If you have amended your budget, enter your amended budget amounts into the "Amended Budget" column.
- "FYTD" stands for Fiscal Year to Date. Please enter your actuals as of the most recently completed month into this column.
- The "Unexpended Balance" and "FYTD %" are set functions, you should not enter any data into these columns.
- In the "Projected Year-End" column, enter the amount that you believe you will receive (revenue) or spend (expenditure) for each line item.
- In the fund summary at the end of the worksheet, enter the "Beginning Fund Balance" in the "Original Budget" column. The remaining sections of the summary have set functions, so you need not enter any additional data.